

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location of Service Personnel (Only check for on-site inspection services)	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages including cover sheet (No Resumes)	7 pages	19 pages	Total maximum pages for RFP not including key personnel resumes	

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide 6 paper copies (5 bound and 1 unbound) of the Proposal to the MDOT project manager name in the attached scope of services.

These copies must be received by April 13, 2006 @ 12:00 p.m. Fax and electronic copies are not acceptable.

In addition, provide one **bound** copy to:

Regular Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three (3) working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked by 12:00PM, three business days prior to the RFP due date. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is

assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. Oral Presentations may or may not be scheduled at this time. The selected vendor will be contacted confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for the proposal are limited to the selected Tier shown on MDOT Form 5100B, which is posted with this RFP. Page limits apply to the entire proposal. The number of pages per section is the decision of the creator of the proposal. Include in proposal only those items that are checked by the MDOT project manager on form 5100B.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm as currently certified by MDOT's Office of Equal Opportunity shall be listed in the Proposal.

The scope of services is attached to this solicitation.

Michigan Department of Transportation

SCOPE OF SERVICES For Intelligent Transportation Systems Architectures and Deployment Plans

Project Location: Southwest Region defined as Berrien, Cass, St. Joseph, Branch, Van Buren, Kalamazoo, Calhoun, Allegan and Barry County. Shiawassee and Jackson Counties located in the University Region.

Control Section: 84915

Job Number: 86777

Description of Work: Services to develop the regional Intelligent Transportation Systems (ITS) architectures and deployment plans. [The purpose of this project is to gather information from the aforementioned counties to determine what infrastructure will be deployed and develop a plan for deployment.](#)

Anticipated Start Date of the Project: 6/1/06

Estimated Cost of Project: \$200,000

I. Primary Prequalification Classification:

[Intelligent Transportation Systems \(ITS\)](#)

II. Secondary Prequalification Classification:

N/A

The anticipated start date of the service is 7/1/06.

The anticipated completion date for the service is 12/05/2008.

DBE Requirement: N/A

III. General:

- A. For each Region, a task manager will be assigned to oversee the development and details of the architecture and deployment plan in that Region. The MDOT statewide ITS program manager will be the overall project manager and will manage the tasks to update the ITS Pre-Deployment plan and the statewide architecture and deployment plan activities.

- B. The regions will develop an ITS architecture and deployment plan oversight committee (referred to throughout this document as the Regional ITS Steering Committee), comprised of MDOT and local agency personnel.
- C. Responders who submit proposals may be required to make oral presentations of their proposals to MDOT. These presentations provide an opportunity for the consultants to clarify the proposals through mutual understanding. MDOT will schedule these presentations, if required.
- D. The Consultant shall furnish all services and labor necessary to conduct and complete the services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.
- E. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The consultant staff shall conduct themselves with professionalism in carrying out their duties.
- F. The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.
- G. At the request of the Department, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein that may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the Consultant upon which to proceed with further Services.

MDOT Project Manager: Greg Krueger
 425 W. Ottawa St.
 Lansing, MI 48909
 kruegerg@michigan.gov
 Phone: (517) 373-9479
 Fax: (517) 373-2330

The Consultant shall contact the Project Manager prior to beginning any work on the project.

IV. Consultant Responsibilities:

- A. Develop a regional Intelligent Transportation Systems (ITS) architecture and deployment plan for the Southwest Region of the Michigan Department of Transportation and Shiawassee and Jackson County located in the University Region. Each of these counties is primarily rural and either has I-94 or I-69 passing through them, or has major routes that feed one or both of these routes and could act as diversion routes for travelers. ~~The scope of this project is to gather information from the aforementioned counties to determine what infrastructure will be deployed and develop a plan for deployment.~~
- B. Develop a regional ITS architecture for each specified region using National ITS Architecture, version 5.1 (or the most recent version available at Notice to Proceed). The process used to create the regional architecture shall meet FHWA requirements. The response to this RFP shall include an outline of the proposed process as part of the understanding of service and innovations section of the proposal. The architecture will be reviewed and approved by the appropriate Regional ITS Steering Committee and the MDOT project manager. The architecture must be compatible with the already developed architectures in the Detroit and Lansing metropolitan areas, the architectures under development in the Grand Region, and the architecture that has been developed for the Gary-Chicago-Milwaukee (GCM) Corridor.
- C. Develop an ITS deployment plan for each region. Each deployment plan shall include a project listing, developed through the stakeholder meeting process, planning level project costs, project prioritization and detailed benefits of the project in terms of improved safety (crash reduction), mobility (delay reductions, etc.) and air quality (reduced emissions, etc.). The response to this RFP shall include an outline of the proposed process to develop the regional deployment plan as part of the understanding of service and innovations section of the proposal. Each deployment plan will be reviewed and approved by the appropriate Regional ITS Steering Committee and the MDOT project manager.
- D. The consultant will work with MDOT to determine the feasibility of joining the Gary-Chicago-Milwaukee ITS Priority Corridor (GCM).
- E. The consultant will provide a brief lessons learned report on the technical and institutional issues encountered in integrating ITS components. This will be done jointly with the Michigan Department of Transportation.
- F. Develop a work plan for each specified region detailing the steps and a timeline for completion of each regional ITS architecture and ITS deployment plan. Present each plan to the respective Regional ITS Steering Committee for review and approval.
- G. Work with the Project and Task Managers for each task to accomplish all tasks set forth in this procurement.
- H. Develop a training class on the terms and concepts of the National Architecture that and provide training to the respective Regional ITS Steering Committees. This class will be a

maximum of four hours and the Project and Task Manager must approve the contents of the training class and all training material.

- I. After the ITS architecture and deployment plans have been completed, a separate project, not included in this scope, will be set up to implement and prepare plans for ITS infrastructure and will include estimates and specifications. A construction contract will be let, construction will be completed and an ITS will be deployed. The effectiveness of the deployed ITS will be documented in a final evaluation report. The aforementioned project will overlap this project so that the architecture/deployment plan consultant may be required to answer questions that arise regarding the architecture.
- J. To facilitate the development of the MDOT's Southwest Regional Architecture and Deployment Plan for ITS, the MDOT's Southwest Region has created a Regional Concept for Transportation Operations (RCTO) steering committee. This committee consists of members from MDOT, the Michigan State Police, the Southwestern Michigan Commission and the Calhoun County Road Commission. The RCTO will provide feedback to the consultant preparing the architecture and deployment plan including which proposed infrastructure components are of the highest priority.
- V. **Deliverables:** The Consultant(s) shall provide information on their internal method for scheduling and controlling projects to the Project and Task Manager.
 - A. Work plans shall be provided that incorporate the following items:
 - 1. Major tasks to be accomplished in each region.
 - 2. Target completion dates of each task.
 - a. The final target completion date for the work plan for each specified region must be approved by the Project and Task Managers and the respective Regional ITS Steering Committee.
 - 3. All items of the work plan shall be delivered within 60 calendar days after the contract has been awarded. The MDOT Project and Task Managers and the respective Steering Committee will approve or reject the proposed work plan within 30 calendar days of submission. The Consultant(s) shall make all suggested changes and resubmit for approval within 10 working days.
 - B. The Regional ITS Architecture Development requires the following:
 - 1. Approval by the MDOT Project and Task Manager and the respective Regional ITS Steering Committee.
 - 2. Shall be consistent with the National ITS Architecture.

3. The submitted document shall be in the format as specified in the Format section of this document. The MDOT Project and Task Managers and the respective Regional ITS Steering Committee will approve or reject the proposed regional ITS architecture within 90 calendar days of submission. The Consultants(s) shall make all suggested changes and resubmit for approval within 30 working days.

C. The ITS Deployment plan requires the following:

1. Will be approved by the MDOT Project and Task Managers and the respective Regional ITS Steering Committee.
2. Shall be consistent with the approved FHWA process for creating an ITS deployment plan and it shall be approved by the MDOT Project and Task Managers
3. The submitted document shall be in the format outlined in the Format portion of this document. The MDOT Project and Task Managers and the respective Regional ITS Steering Committee will approve or reject the proposed ITS Deployment Plan within 90 calendar days of submission. The Consultant(s) shall make all suggested changes and resubmit for approval within 30 working days.

D. Create a database for each regional ITS architecture using the latest version of Turbo Architecture. The consultant shall supply MDOT with one copy of Turbo Architecture for each of the Task Managers. The consultant shall also include copies of all of the Turbo Architecture databases created for these projects at the end of the project.

VI. Format:

- A. The Consultant(s) shall provide copies of all project reports; correspondence, meeting announcements, and meeting minutes which shall be delivered by email to the MDOT Project and Task Managers and to the respective Regional ITS Steering Committee members. All documentation and reports shall be delivered in the current version of Microsoft Word being used by the Department. All documentation delivered shall be clear, concise, complete, in appropriate English, and in compliance with standards required by the MDOT Project and Task Managers and the respective Regional ITS Steering Committee. If corrections are needed to the completed work due to errors made by the Consultant(s), the corrections shall be made at no additional cost to MDOT.
- B. Arrange and facilitate all planning, work group and focus group sessions as determined necessary by the MDOT Project and Task Managers and the respective Regional ITS Steering Committees. Attend all such meetings as well as other meetings as requested by the Project and Task Managers, and/or the respective Regional ITS Steering Committee. Prepare typed minutes of each ITS meeting and email them to the Project and Task Managers and to the respective Regional ITS Steering Committee members within five business days. Only

one set of documents shall be prepared to include all of the Southwest Region and Shiawassee and Jackson Counties.

- C. Consultant(s) shall provide a Monthly Project Report (MPR). The MPR for each region shall be distributed by e-mail to the MDOT Project and Task Managers and to the respective Regional ITS Steering Committee members on or before the 10th calendar day of each month. MDOT will provide an example of the report format to the awarded Consultant(s). The MPR shall contain, at a minimum, a concise report covering the following:
 - 1. A brief description of the activities conducted during the reporting period including all milestones attained and/or significant events.
 - 2. A discussion of any problems encountered or anticipated(e.g. review and update work plans, scope changes, changes in project limits, funding requirements, technological constraints, institutional issues, schedule delays) together with recommended solution to such problems.
- D. The final Regional ITS Architecture and ITS Deployment Plan documents must be approved by the MDOT Project and Task Managers and respective Regional ITS Steering Committee. The final documents shall be submitted to the MDOT Project and Task Managers within 360 calendar days from Notice to Proceed. Each final document shall include a separate executive summary and a one-page description of the report, including the title, why it is important, what it embodies, findings and/or benefits (expected or realized), real-world examples of who is involved (principles, team or other significant participants) and the audience. The final documents shall be delivered in the following formats:
 - 1. An electronic file on an appropriately labeled compact disk using the latest versions of Microsoft Word, Excel, etc.
 - 2. Two reproducible hard copies shall be delivered to the MDOT Project and Task Managers and the respective Regional ITS Steering Committee. The hard copies shall be done on a laser printer with a resolution of at least 600 dpi.
 - 3. The number of bound copies needed by each Regional ITS Steering Committee and the delivery location for the documents will be determined by the MDOT Project and Task Managers prior to completion of each sub-project. No more than 20 copies of each document for each Region will be required.

VII. MDOT Responsibilities:

- A. Form a Regional ITS Steering Committee in each region to support, review, and approve the development of ITS deployment plans and a regional ITS architecture. It will be comprised of representatives or stakeholders from each region. Each Regional ITS Steering Committee will have a project leader. At a minimum, it is anticipated that a Regional ITS Steering Committee will consist of representatives from the Metropolitan Planning Organizations

(MPOs) in the Region, the major local cities/counties, federal and quasi-governmental agencies as well as other non-governmental agencies and local Chambers of Commerce. These committees have not been established.

- B. Assign a Task Manager from each region to oversee the project.
- C. Coordinate access and schedules with the Consultant to complete the deliverables and work outline in the consultant scope of services.

VIII. Consultant Payment:

- A. All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.
- B. Payment to the Consultant for Services rendered shall not exceed the "Cost plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.
- C. Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.
- D. Reimbursement for overtime hours will be limited to time spent on the same project by the same person in excess of 40 hours in a Sunday through Saturday week (no other combinations).
- E. The fixed fee allowed for this project is 11%.